United Nations ST/IC/2008/59

Secretariat

31 December 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Spanish interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish interpreters in 2009, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Spanish interpreters will be held tentatively on 22 May 2009 in New York, Geneva, Santiago and other locations, according to the number and location of qualified applicants invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Spanish interpreter posts as they occur in New York, Geneva, Vienna and Nairobi. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve **a minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 and 13 below.

* Expiration date of the present information circular: 31 December 2009.

08-67422 (E) 060109

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages must be supported by relevant documentation in their official status files;

(c) Hold a university degree from a recognized school of interpretation in which at least one full academic year is devoted to interpretation. Alternatively, applicants must hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction, and have 200 days of experience as a conference interpreter or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. The Board of Examiners may, at its discretion, admit an applicant graduating from a university whose principal language of instruction is other than Spanish provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language is Spanish.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the needs of the Organization to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached their fifty-sixth birthday by the deadline for the submission of applications, **13 February 2009**, will not be able to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified applicants based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) Simultaneous interpretation into Spanish from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording); and

(b) Simultaneous interpretation into Spanish from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording).

[1] "Main language" should be understood to be the language into which the applicant is best able to interpret. Applicants' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

9. On the basis of the results of this examination, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. The interview is an integral part of the examination. Therefore, examinees who are invited for an interview should **not** assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All applicants admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

11. Successful candidates who receive an offer of appointment are expected to accept it.

12. Staff members selected to fill vacancies will be assigned as Spanish interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

14. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or PHP, **not later than 13 February 2009**, to:

2009 Competitive Examination for Spanish Interpreters
Examinations and Tests Section
Office of Human Resources Management
Room S-2575-A
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section, through the Chief

Administrative Officer or Director of the United Nations information centre of their respective duty stations by 13 February 2009, the deadline for receipt of applications in the Examinations and Tests Section, Office of Human Resources Management.

17. Applications that are incomplete (without the P.11 or PHP, transcript and/or documented work experience) or are received after the above deadline will not be considered.

Application for the 2009 competitive examination for Spanish interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)?: _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please submit an up-to-date P.11 form or, preferably, a PHP form, and attach it to this application. Describe your work experience as a Spanish interpreter, translator, editor or verbatim reporter, giving dates, length of time and the name(s) of the organization(s) for which you worked.

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/59 and I understand that, if I am successful in the 2009 competitive examination for Spanish interpreters and am recommended for inclusion in the roster, my assignment as a Spanish interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 12 and 13.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

Notes

[a] "Main language" should be understood to be the language in which the applicant is best able to interpret. Applicants' claims to Spanish as their main language must be supported by relevant documentation in their official status files.